



## Emergency Preparedness: A web guide for parents/ guardians

It is St. Francis High School's commitment to ensure the safety and security of all members of our community. If an emergency occurs during school hours, school administrators will determine a specific course of action and oversee the release of students. To support this undertaking we have implemented emergency response measures.

### How You Can Help

- Ensure that your child's emergency contact information is accurate and current.
- Plan in advance what you, your family members and your friends will do to help one another in a crisis situation.
- Although your first reaction would be to call or rush to the school, **please do NOT come to or call** the school! Phone lines and staff are needed for emergency response efforts. If everyone tried to come to the school, the traffic around the school would impede the movement of emergency vehicles. Depending on the emergency, you may not even be able to get close to the school and may be asked to wait in a safe area near the school.
- **Listen carefully!** The SFHS administrators will use the K12Alerts Emergency Notification System to communicate information and updates via recorded phone message and email. Please wait and listen to the entire message for the most current information and any special instructions.
  - If it is hazardous for students to be released, everyone will be kept inside the school until notified by the authorities that it is safe outside.
  - DO NOT phone your child, you could create an extreme safety situation for your daughter or others around her. When it is safe, your daughter will be allowed to use her cell phone.
  - Tune in to local TV/Radio stations for official school news alerts.
  - Rely only on official communication from school or public safety officials.
  - Listen for official information regarding reunification with your child. Students will be released ONLY to parents/guardians or designees who are documented on the school emergency contact form.
- It is vital that you as a parent instruct your student to follow all rules and procedures. It is critical for every student to be properly accounted for.



## **Student Release**

- All students will remain in the designated school building or evacuation site.
- Parents will be asked to remain outside the buildings or evacuation site until the proper release procedures can be initiated.
- Once parents are allowed into the release area, we ask for calm and quiet while the administrator gives further instructions.
- Only a parent/guardian, or someone you have specifically pre-authorized on the Emergency Form, may pick up your daughter. In an emergency situation you do not need to call in advance to pick up your child. School personnel will follow a strict “check-out” procedure to release your daughter, either to you or your pre-authorized designee. She will be cared for by school staff and faculty until picked up.
- No student - no matter their age - may leave without proper adult authorization.

## **Safety Terms**

In the event of an emergency at school, it is important to know these terms:

### **Lockdown**

A lockdown takes place if an internal or external threat is identified at the school. No entry into or exit from the school will be allowed.

### **Shelter in Place**

Students take refuge in rooms to protect them from hazardous materials or severe weather. No entry into or exit from the school will be allowed.

### **Evacuation**

Certain emergencies may require students to evacuate the school. Evacuations are conducted when it is no longer safe to remain on campus. In the event the emergency continues and students are not able to return to campus, parent or guardian re-unification procedures will take place.

## **SFHS Taking Care of Your Student**

We at St. Francis High School are dedicated to keeping your daughter as safe as possible during an emergency. To that end:

- SFHS has a comprehensive emergency plan that members of the faculty and staff are trained to follow during a crisis.
- SFHS keeps emergency supplies in each classroom with food and water. Additionally, we have first aid kits, AED machines and other basic supplies as needed.



- SFHS conducts regular and varied emergency drills, including earthquake, evacuation, shelter in place and lockdown drills.
- SFHS is gated and has perimeter cameras to help in emergency situations.
- SFHS staff will stay with your daughter until she is picked up by you or an authorized adult.
- SFHS will act with the safety of students in mind, and school officials will always follow the directives of the police department and the fire department.